



NATIONAL NAIL TECHNICIAN (MANICURIST) PRACTICAL EXAMINATION

CANDIDATE INFORMATION BULLETIN

PLEASE RETAIN THIS BULLETIN FOR FUTURE REFERENCE

This bulletin contains important information regarding the NIC National Nail Technician/Manicurist Practical Examination content and administration. Please review all information carefully.

IMPORTANT INSTRUCTIONS

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination.
- Candidates are required to bring their own kit with sufficient quantity of supplies in sanitary condition. This includes the required implements in proper working order and protective drapes. The kit must be kept closed except when removing or replacing materials for a particular service. The kit will be used during the examination as dry storage and is considered part of the work area.
- All examinations are administered in a testing environment. Candidates should bring a container of water if needed for any section of the examination. Candidates may bring a thermos of hot water if desired. All water and their containers must be taken with the candidates and may not be disposed of at the testing facility.
- Candidates are evaluated at all times. Continue demonstrating until you have completed the entire section.
- Candidates will be given 10 minutes for client protection and to set up the general supplies that they will use throughout the examination. Candidates will also set up the supplies for the basic manicure section of this examination.
- Candidates will also be given 2 minutes to set up the supplies for each section of the examination.
- The verbal instructions will be read twice for each section of the examination. Each examination section has a maximum time allowance. Once you have completed all tasks in the section please turn the hand toward the examiner to indicate that you are finished. In the event that all candidates complete the section before the time has elapsed the examiners will proceed to the next section of the examination.
- Candidates must follow all appropriate public protection and infection control procedures during all phases of the practical examination that will ensure the health, safety, and welfare of the public. In the event of a blood spill candidates will be expected to follow the NIC Health and Safety Standards. Failure to do so may result in your dismissal from the examination.
- Talking with other candidates or the examiners during the examination is strictly prohibited. Doing so will result in your dismissal from the examination and a report of your actions to the proper authorities. Your examiner has been instructed not to answer any questions concerning your examination. This ensures equal opportunity for all candidates and standardization in testing for the National Practical Examination. If you have an emergency situation please ask to speak with the examination coordinator.
- Manufacturer's labels are required on all disinfectants and sanitizers.

MODEL OR MANNEQUIN(S)

Depending on the state, candidates will either use a live model or a mannequin hand(s) for the examination.

** Please refer to State guidelines.*

*If your state permits a live model:

Models must be at least 15 years of age and cannot be licensed or a student studying in this field. Models must be present with the candidate at the beginning of the practical examination. The model must present a valid driver's license or State ID card for admittance to the examination. The model must be appropriate for examination purposes. The model must agree to submit to all services in the practical examination. Models may not participate in any way during the examination. Models are not permitted to talk to the candidate or examiners at any time during the examination.

*If your state permits a mannequin hand(s):

Candidates are required to bring a mannequin hand(s) for the practical examination. Mannequin hands with digital fingers (trainer hands) are **NOT** permitted during the examinations. Prior to reporting to the examination candidates **MUST** apply a set of nails to the mannequin hand. The artificial nails must cover the entire nail bed of each finger.

NAIL TECHNICIAN (MANICURIST) PRACTICAL EXAMINATION CONTENT SECTIONS

The scope of the National Nail Technician/Manicurist Practical Examination includes 5 core domain services. The core domain services are based on the national job analysis. The core domain services are as follows:

Core Domain Services

Set Up, Client Protection, and Basic Manicure
Nail Tip Application
Nail Wrap
Sculptured Nail
Polish

SET UP AND CLIENT PROTECTION

(10 minutes)

Verbal Instructions:

"You will now set up the general supplies that you will use throughout your examination."

"You will also set up the supplies for the basic manicure section of this examination."

"You will perform the client protection section of this examination."

"You will be expected to follow all safety and infection control procedures."

"You will have 10 minutes to complete this section."

"You will be informed when you have 5 minutes remaining"

(1) *"The instructions will be repeated."* **(2)** *"You may begin."*

BASIC MANICURE

(20 minutes)

Verbal Instructions:

"You will now perform the basic manicure section of this examination on one hand only."

"You will be observed for client protection, cuticle pushing, filing, massage and the final appearance of the nail."

"Do not apply polish until instructed to do so."

"You will be expected to follow all safety and infection control procedures."

"You will have 20 minutes to complete this section."

"You will be informed when you have 10 minutes remaining."

(1) *"The instructions will be repeated."* **(2)** *"You may begin."*

Candidates will be evaluated on the following tasks:

Preparation

- Disinfects table area
- Sets up clearly labeled bottles and jars
- Sets up clean implements (including files)
- Submerses implements in wet sanitizer
- Places protective covering on table
- Sanitizes own hands (candidate)
- Sanitizes model's/mannequin's hand

Demonstration of Filing

- Rolls back sidewalls
- Files nails from outside edge to center
- Avoids filing too deeply into corners
- Avoids filing on top of nail plate
- Establishes uniform length
- Establishes uniform shape

Demonstration of Cuticle Pushing

- Soaks fingers in finger bowl
- Applies cuticle cream/remover
- Pushes back cuticle area
- Cuticle area remains undamaged
- Dries hands and nails

Demonstration of Hand Massage

- Applies massage product
- Maintains continuous contact
- Massages hand and fingers
- Cleanses cream from each nail

Safety and Infection Control

- Disposes of soiled materials in a sanitary manner
- Maintains hands and work area in a safe and sanitary condition

NAIL TIP APPLICATION

(20 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the nail tip section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

"You will now perform the nail tip section of this examination."

"You will be observed for preparation, infection control, application, filing and the final appearance of the nail."

"You will apply a nail tip to one nail only."

"You may select any nail on the hand."

"You will be expected to follow all safety and infection control procedures."

"You will have 20 minutes to complete this section."

"You will be informed when you have 10 minutes remaining."

(1) *"The instructions will be repeated."* **(2)** *"You may begin."*

Candidates will be evaluated on the following tasks:

Preparation

- Sanitizes model's/mannequin's finger

Demonstration of Nail Tip Application

- Pushes back cuticle area
- Removes shine from nail plate
- Nail plate and cuticle areas are free of dust
- Selects a nail tip that matches width of nail
- Glues nail tip to natural nail
- At least ½ of nail plate remains uncovered

Demonstration of Filing

- Shapes free edge
- Removes shine from nail tip

Final Appearance of Nail

- Cuticle area is free from glue
- Cuticle area remains undamaged
- Free edge is smooth and even
- Tip is flush with natural nail surface
- Hyponychium is free from glue
- Underside of nail tip is flush with natural nail

Safety and Infection Control

- Properly disposes of soiled materials
- All bottles and jars are properly capped when not in use
- Maintains hands and work area in a safe and sanitary condition

NAIL WRAP (20 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the nail wrap section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

"You will now perform the nail wrap section of this examination."

"You will wrap the nail to which you have just applied the tip."

"You will be observed for preparation, infection control, application, filing, and the final appearance of the nail."

"You will be expected to follow all safety and infection control procedures."

"You will have 20 minutes to complete this section."

"You will be informed when you have 10 minutes remaining."

(1) *"The instructions will be repeated."* **(2)** *"You may begin."*

Candidates will be evaluated on the following tasks:

Preparation

- Applies an antiseptic to nail plate
- Cuts material for wrap

Application of Nail Wrap Product

- Applies glue to nail plate
- Applies material over nail surface
- Trims material to fit nail
- Applies glue over nail wrap
- Cuticle area remains free of glue

Demonstration of Filing

- Rolls back sidewalls
- Files nail product
- Buffs nail

Final Appearance of Nail

- Cuticle area remains undamaged
- Curve of nail is balanced
- Finished nail is smooth, even, and beveled
- Natural nail is covered by product
- Cuticle area remains free of product
- Wrap adheres to entire nail surface

Safety and Infection Control

- Properly disposes of soiled materials
- All bottles and jars are properly capped when not in use
- Maintains hands and work area in a safe and sanitary condition

SCULPTURED NAIL (20 minutes)

Due to health and safety issues associated with Methyl Methacrylate Polymers (MMA), it is required that odorless sculptured nail products be used for the practical examination.

Verbal Instructions for Set Up:

"You have 2 minutes to set up the supplies for the sculptured nail section of this examination." Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up"

Read these instructions after the 2 minute set-up time:

"All candidates are required to use odorless products for the sculptured nail section of this examination. Each candidate will be instructed to open their sculptured nail liquid to ensure that all candidates are complying with this requirement."

Verbal Instructions:

"You will now perform the sculptured nail section of this examination."

"You will apply one sculptured nail using an odorless product."

"You will be observed for preparation, infection control, application, filing, and the final appearance of the nail."

"You will be expected to follow all safety and infection control procedures."

"You will have 20 minutes to complete this section."

"You will be informed when you have 10 minutes remaining."

(1) *"The instructions will be repeated."* **(2)** *"You may begin."*

Candidates will be evaluated on the following tasks:

Preparation

- Sanitizes model's/mannequin's finger

Application of Sculptured Nail Product

- Pushes back cuticle area
- Removes shine from nail plate
- Nail plate and cuticle areas are free of dust
- Applies primer safely
- Applies nail form to fit snugly against free edge area
- Applies product to extend free edge
- Applies product to cover nail plate
- Cuticle area remains free of product

Demonstration of Filing

- Rolls back sidewalls
- Files nail product
- Buffs nail

Final Appearance of Nail

- Cuticle area remains undamaged
- Finished nail is smooth, even and beveled
- Curve of nail is balanced
- Natural nail is covered by product
- Cuticle area remains free of product

Safety and Infection Control

- Disposes of soiled materials in a sanitary manner
- All bottles and jars are properly capped when not in use
- Maintains hands and work area in a safe and sanitary condition

POLISH
(10 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the polish section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

"You will now perform the polish section of this examination."

*"You will apply red polish to **all** nails on the manicured hand."*

"You will be expected to follow all safety and infection control procedures."

"You will have 10 minutes to complete this section."

"You will be informed when you have 5 minutes remaining."

(1) *"The instructions will be repeated."* **(2)** *"You may begin."*

Candidates will be evaluated on the following tasks:

Application of Polish

- Applies a base coat
- Applies red polish
- Applies a top coat

Final Appearance of Nails

- Polish covers entire nail plate
- Polish application is smooth
- Skin surrounding nail is free of polish

Safety and Infection Control

- Properly disposes of soiled materials
- All bottles and jars are properly capped when not in use
- Maintains hands and work area in a safe and sanitary condition

**CANDIDATE SUMMARY
AND FINAL CLEANUP**

Verbal Instructions:

"This concludes the National Practical Examination. Please make sure that all kit supplies and disposable materials are taken with you. Please do not dispose of waste materials, chemicals, or water in the trash receptacles or restrooms as they are unable to accommodate all waste materials from every candidate that takes the examination."

RECOMMENDED GENERAL SUPPLIES

ALL SUPPLIES MUST BE LABELED IN ENGLISH

** Please refer to State guidelines*

- ☐ dry storage kit/container*
- ☐ hand sanitizer
- ☐ wet sanitizer with approved disinfectant
- ☐ mannequin hand(s) with artificial nails attached (trainer hands are **NOT** permitted)*
- ☐ spray disinfectant*
- ☐ disposal bag for waste materials
- ☐ cloth and paper towel(s)
- ☐ cotton
- ☐ first aid supplies (blood spill kit)
- ☐ tape

BASIC MANICURE SUPPLIES

- ☐ bowl and container of water
- ☐ cuticle cream/remover
- ☐ filing and buffing implements
- ☐ cuticle pusher
- ☐ nail brush
- ☐ hand lotion or massage product

NAIL TIP AND NAIL WRAP SUPPLIES

- ☐ cuticle pusher
- ☐ nail tips and adhesive
- ☐ nail wrap material (non pre-cut fabric)
- ☐ filing and buffing implements
- ☐ scissors

SCULPTURED NAIL SUPPLIES

- ☐ cuticle pusher
- ☐ sculptured nail products (powder, primer, "odorless" liquid)
(The product must be in its original container with the manufacturer's label indicating that it is "odorless".)
- ☐ sculptured nail brush
- ☐ liquid & powder containers
- ☐ filing and buffing implements
- ☐ sculptured nail forms

POLISH SUPPLIES

- ☐ polish remover
- ☐ base coat/top coat
- ☐ red polish

NAIL TECHNICIAN REFERENCES

Milady's Art & Science of Nail Technology, 2004
Milady, an imprint of Thomson Delmar Learning
5 Maxwell Drive
Clifton Park, NY 12065
(800) 730-2214

Milady's Standard Textbook of Cosmetology, 2004
Milady, an imprint of Thomson Delmar Learning
5 Maxwell Drive
Clifton Park, NY 12065
(800) 730-2214

Salon Fundamentals
Pivot Point International, Inc. 2002
Chicago, IL 60626, (800) 886-4247

NIC Health and Safety Standards
NIC, Inc., October 2002
www.nictesting.org

NIC HEALTH AND SAFETY STANDARDS

BLOOD SPILL PROCEDURE

If a blood spill should occur, the following steps **MUST** be followed:

- ***SUPPLY INJURED PARTY WITH LIQUID STYPTIC/ANTISEPTIC AND THE APPROPRIATE DRESSING TO COVER THE INJURY.***
- ***DOUBLE BAG ALL BLOOD-SOILED (CONTAMINATED) ARTICLES AND LABEL WITH RED OR ORANGE BIOHAZARD WARNING. This is the responsibility of the candidate and should be executed as follows:***

CANDIDATE INJURY – FOR EXAMINATION PURPOSES

1. ***PROTECTION*** – If a cut is sustained, stop the service and clean the injured area.
2. ***APPLY*** antiseptic and/or liquid or spray styptic as appropriate (see NOTE).
3. ***DRESSING*** - cover the injury with the appropriate dressing.
4. ***COVER*** injured area with finger guard or glove as appropriate.
5. ***CLEAN*** model/client and station as appropriate.
6. ***DOUBLE BAG*** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
7. ***RETURN*** to service.

MODEL INJURY – FOR EXAMINATION PURPOSES

1. ***STOP*** service.
2. ***GLOVE*** hands of candidate/student/licensee.
3. ***CLEAN*** injured area as appropriate.
4. ***APPLY*** antiseptic and/or liquid or spray styptic as appropriate (see NOTE).
5. ***COVER*** the injury with the appropriate dressing to prevent further blood exposure.
6. ***DOUBLE BAG*** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
7. ***RETURN*** to service.

EXAMINATIONS:

- ***EXAMINER IS TO USE UNUSED DISPOSABLE LATEX GLOVES OR NON-ALLERGENIC EQUIVALENT WHEN CHECKING THAT CANDIDATE'S SERVICE. DOUBLE BAG AND DISPOSE USED GLOVES.***
- ***FOLLOW WITH ANTIMICROBIAL SCRUB ON HANDS.***
- ***DOCUMENT INCIDENT IN BLOOD SPILL LOG.***

NOTE: DO NOT ALLOW CONTAINERS, BRUSHES, NOZZLES OR LIQUID STYPTIC TO TOUCH THE SKIN OR CONTACT THE WOUND. USE AN APPLICATOR. EXAMINERS SHOULD ALSO COMPLETE AN INCIDENT REPORT.

WET DISINFECTION STANDARD

1

All tools and implements, **EXCEPT THOSE THAT HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered, *bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals)* disinfectant that is mixed and used according to the manufacturer's directions.

2

All tools and implements **WHICH HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered disinfectant that is effective *against HIV-1 and human Hepatitis B Virus or Tuberculocidal* that is mixed and used according to the manufacturer's directions.

DRY STORAGE STANDARD

Disinfected implements must be stored in a disinfected, dry, covered container and be isolated from contaminants.

HAND WASHING

(Anti-Bacterial Soap is recommended)

Thoroughly wash hands and the exposed portions of arms with antibacterial soap and water before providing services to **each client** *and* after smoking, drinking, eating, and using the restroom.

NAIL TECHNOLOGY

Practical Examinations

Liquid Monomer containing *Methyl Methacrylate (MMA)* is **prohibited** for use during NIC practical examinations.

Odorless sculpture nail products **are required** for use during NIC practical examinations.

Adopted as amended October 2002

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